



## 2007 Verification of Educational Structure Instructions

Please complete your submission by August 31, 2006. **All district and school data requires an approval even if there are no changes.**

A memo was sent to each district that includes their login and password.

You will find the website at:

<http://doe.sd.gov/ofm/applications/gradespan/index.asp>

The first page is where you will login into the program.

1. Enter your full five digit district number and password.
2. Click on the "Login" button to enter the program.

Note: To help you through the Verification of Educational Structure click on Download Instructions.

### Verification of Educational Structure

**Login**

District Number:

Password:

[Download Instructions](#)

Step 1: Your full five digit district number and password go here.

Step 2: Hit the Login button after you have entered your district number and password.

To help you through the Verification of Educational Structure click on Download Instructions.

## Main Page of the Verification of Educational Structure

Once you get logged in you will be at your district's main page. This is where you will start to enter data. This screen lists district, school and school board information.

Note: To check current District Information or School Information click on the reports on the right hand side of the page.

To add or close a school, click on the Add or Close a School link. The form you complete will be sent by email to the Department of Education.

### Verification of Educational Structure

**Armour School District 21-1**

[Logout](#)

- ▶ [Edit District Address Information](#)
- ▶ [Edit Main District Contacts](#)
- ▶ [Edit School Board Information](#)

**Finalize Data** NOTE: Click on "Finalize Data" to indicate the district and school directory information has been reviewed and updated for the 2005-2006 school year.

**School(s) in the District** [Add or Close a School](#)

**Armour Hi Sch** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

**Armour Elem** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

**Armour Middle Sch** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

Click here to look at the current District Information.

Click here to add or close a school. An email will be sent to the Department of Education with the information from the form you complete.

Click here to look at the current school information. Each school will have its own separate report.

## Editing District Address Information

1. From the main page click on the Edit District Address Information link.
2. Verify the mailing address and physical address for the district.
3. Enter the district's web address, if available.
4. Click on the **Update District Information Button**. You must click on this button in order for the information to update.

**Note:** Fields marked with a red asterisk are required fields.

### Verification of Educational Structure

Back to Main Page | Logout  
Edit District Information

Armour School District 21-1

**NOTE:** Anything with a \* must be filled in.

#### Main Contact Information

District Number: 21001  
District Name: Armour School District 21-1

Mailing Address: PO Box 640 \*  
Mailing City: Armour \*  
Mailing State: SD \*  
Mailing Zip Code: 57313-0640 \*

Physical Address: 604 3rd St \*  
Physical City: Armour \*  
Physical State: SD \*  
Physical Zip Code: 57313 \*

Web Address: www.armour.k12.sd.us

Update District Information

Enter the mailing address for the district here.

Enter the physical address for the district here.

Enter the district's web address here, if available.

Click on the Update District Information Button.

## Editing District Contacts Information

1. From the main page click on Edit Main District Contacts.
2. This page displays the information for the Superintendent, Business Official, Special Education Director, etc.
3. Click on EDIT by the contact name to make changes to the contact. This will bring up the edit screen for the contact, all contacts have their own edit links.
4. When done editing the contact, click on the **Update District Contact button**. You must click on this button in order for the information to update.

**Note: The contacts with red asterisks are required fields.**

### Verification of Educational Structure

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**Edit District Contacts**

**Armour School District 21-1**

**Note:** Contacts with a \* after the title ARE required fields.

Superintendent / CEO *	EDIT
Title: Superintendent	
First Name: Wallace	
Last Name: Weatherford	
Phone Number: 6057242153	
Fax Number: 6057242977	
Email Address: wally.weatherford@k12.sd.us	

This page shows the information for all district contacts.

Click here on the Edit link to make changes to the contact. This will bring up the screen below.

Business Official *	EDIT
First Name: Eric	
Last Name: Christensen	
Phone Number: 6057242153	
Fax Number: 6057242977	
Email Address: eric.christensen@k12.sd.us	

Special Education Director *	EDIT
First Name: Wallace	

### Verification of Educational Structure

[Back to Main Page](#) | [Logout](#)

**Edit District Contact**

**Armour School District 21-1**

**NOTE:** Anything highlighted in green MUST be filled in.

Business Official
First Name: <input type="text" value="Eric"/>
Last Name: <input type="text" value="Christensen"/>
Phone Number: <input type="text" value="6057242153"/>
Fax Number: <input type="text" value="6057242977"/>
Email Address: <input type="text" value="eric.christensen@k12.sd.us"/>
<input type="button" value="Update District Contact"/>

This screen is where you will edit the contact. Each contact has its separate screen.

Please click on the Update District Contact button when you are finished editing the contact.

## Editing School Board Information

1. From the main page click on Edit School Board Information
2. Here you will enter the president and other board members
3. You are allowed to include information for up to 8 school board members.
4. After entering all the correct changes. Hit the **Update School Board Information button**. You must click on this button in order for the information to update.

**Note: Fields with an asterisk are required. The School Board President's email will not be required, but it will be helpful if it is submitted.**

### Verification of Educational Structure

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Edit School Board Information

**Armour School District 21-1**

**NOTE:** This web application only allows for a maximum of eight (8) school board members to be specified.

Anything with a \* are required fields.

**School Board President**

First Name:  \*

Last Name:  \*

Phone Number:  \*

Email Address:  \*

Mailing Address:  \*

Mailing City:  \*

Mailing State:  \*

Mailing Zip Code:  \*

**School Board Members**

**Member #1**

First Name:

Last Name:

**Member #2**

Update the President of the school board and other board members. Maximum number of board members is 8.

Remember to hit the **Update School Board Information button**.

Update School Board Information

## Editing School Information

1. From the main page, go to the specific school you want to edit.  
Click on Edit School Address Information & Alternative Programs.
2. Next, click on Edit Grade Information.
3. Finally, click on Edit Main School contacts.


**Note: Make sure to update each school in the district.**


### Verification of Educational Structure

[Logout](#)

Armour School District 21-1

- ▶ [Edit District Address Information](#)
- ▶ [Edit Main District Contacts](#)
- ▶ [Edit School Board Information](#)


 **current DISTRICT Info**

 **Finalize Data** **NOTE:** Click on "Finalize Data" to indicate the district and school directory information has been reviewed and updated for the 2005-2006 school year.

**School(s) in the District** [Add or Close a School](#)


**Armour Hi Sch** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

 **current SCHOOL Info**


**Armour Elem** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

 **current SCHOOL Info**

**Armour Middle Sch** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

 **current SCHOOL Info**

2. Click on  
Edit Grade  
Information.

1. Click on Edit  
School Address  
Information &  
Alternative  
Programs.

3. Click on  
Edit Main  
School  
Contacts.

**Note: The following three screenshots are what you will see when you click on Edit School Address Information & Alternative Programs, Edit Grade Information, and Edit Main School Contacts.**

1. When you click on Edit School Information, you will be able to change the mailing address and physical address.
2. Click Yes or No for the Alternative Program. If yes, please identify the focus and the name of the program.
3. Don't forget to click on the Update School Information button. You must click on this button in order for the information to update.

### Verification of Educational Structure

#### Edit School Information [Back to Main Page](#) | [Logout](#)

Armour Hi Sch

**NOTE:** Anything with a \* must be filled in.

Main Information	
School Number:	01
School Name:	Armour Hi Sch
School Type Code:	10
Gradespan:	0912
Mailing Address:	PO Box 640 *
Mailing City:	Armour *
Mailing State:	SD *
Mailing Zip Code:	57313-0640 *
Physical Address:	604 3rd St *
Physical City:	Armour *
Physical State:	SD *
Physical Zip Code:	57313 *
Web Address:	<input type="text"/>
Alternative Programs	
Is there an "Alternative Program" operated within the school? *	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
If YES, please identify the focus of this Alternative Program	
<input type="text" value="Please select an Alternative Program"/>	
What is the name of the Alternative Program	
<input type="text"/>	
<input type="button" value="Update School Information"/>	

1. Make changes to the mailing address and the physical address of the school.

2. Click Yes or No for the Alternative Program. If yes, please identify the focus and the name of the program.

3. Don't forget to click on Update School Information.

1. Please identify the grade served for the specific school.
2. Please click on the Update Grades button when finished.

### Verification of Educational Structure

Grades served by school [Back to Main Page](#) | [Logout](#)

Armour Hi Sch

9 Yes ☐

10 Yes ☐

11 Yes ☐

12 Yes ☐

1. Identify the grade served for the specific school.

2. Click on the Update Grades button.

1. Edit school contacts. Click on the Edit link by the contact.
2. Please click on the Update School Contact button when finished with each contact.

**Note: Contacts with red asterisks are required fields.**

### Verification of Educational Structure

School Contacts [Back to Main Page](#) | [Logout](#)

Armour Hi Sch

**NOTE:** Contacts with a \* after the title ARE required fields.

<b>Principal / Building Manager *</b>	<a href="#">EDIT</a>
Title: Principal First Name: Brad Last Name: Preheim Phone Number: 6057242153 Fax Number: 6057242799 Email Address: brad.preheim@k12.sd.us	
<b>Student Information Management Contact *</b>	<a href="#">EDIT</a>
First Name: Wally Last Name: Weatherford Phone Number: 6057242153 Fax Number: 6057242977 Email Address: wally.weatherford@k12.sd.us	

1. Edit school contacts. Click on the Edit link to make changes to the specific contact that you are editing.



## Finalizing Data

1. Click on the Finalize Data link when you are finished updating the district and school information.
2. View and verify the information you have submitted.
3. Click the circle by finalize data and click the finalize data button.


### Verification of Educational Structure

[Logout](#)

Armour School District 21-1

1. Click on the finalize data link.

- ▶ [Edit District Address Information](#)
- ▶ [Edit Main District Contacts](#)
- ▶ [Edit School Board Information](#)

 **current DISTRICT info**

✓


**[Finalize Data](#)**

**NOTE:** Click on "Finalize Data" to indicate the district and school directory information has been reviewed and updated for the 2005-2006 school year.

**School(s) in the District**
[Add or Close a School](#)


**Armour Hi Sch** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

 **current SCHOOL info**


**Armour Elem** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

 **current SCHOOL info**

**Armour Middle Sch** - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

 **current SCHOOL info**

## Verification of Educational Structure

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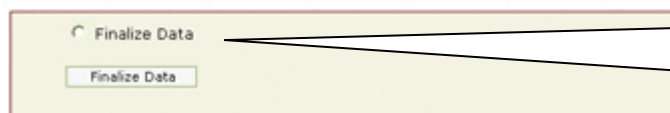
### ✓ Finalize Data

#### Armour School District 21-1

By finalizing your data, you are ensuring that all of the district & school information is current. Please view the district and school information below and verify that everything is correct and all the required information is filled in BEFORE you finalize your data.



Once you have viewed and verified the information is correct please finalize your data below.



Congratulations! You have completed the Verification of Educational Structure. You will be able to go back into the program at anytime to make changes before August 31, 2006. After August 31<sup>st</sup> you will only be able to log in and view your district and school reports. You will not be allowed to update any information to the website. If you have any questions or changes after August 31st you can call Jennifer Elrod at 773-4703 or email her at [jennifer.elrod@state.sd.us](mailto:jennifer.elrod@state.sd.us)

